



## **2007 Neighborhood and Community Arts Program**

### **Welcome from the Mayor's Office**

Dear Friends:

Welcome to the 2007 Neighborhood and Community Arts (NAC) Program offered through the Mayor's Office of Arts & Cultural Affairs. Seattle is a remarkable city with such an incredible array of community cultural events. Your work adds vibrancy to Seattle. Through our investments in art and culture, we join with you to the benefit of all Seattle residents and visitors.

We are determined that all of our arts funding reflect the breadth and depth of Seattle, from all communities and viewpoints. The success of our NAC program, as with all city programs, depends upon inclusion.

The Office of Arts & Cultural Affairs is here to assist you directly. I encourage you to talk with the project manager before you apply – particularly if this is your first application. One-on-one answers and advice are only a phone call or e-mail message away. Contact Michelle Blackmon at (206) 733-9576 or email [michelle.blackmon@seattle.gov](mailto:michelle.blackmon@seattle.gov)

Art makes a difference in our lives. It creates opportunity to share cultures and experiences, to understand ideas and issues, to celebrate and honor one another.

Thank you for your contribution to Seattle's creative spirit.

Sincerely,

Gregory J. Nickels  
Mayor

The Office of Arts & Cultural Affairs NAC program supports and encourages the work of Seattle's neighborhood arts councils and community stewardship groups. It is an opportunity for the city to invest in the vibrant cultural work being done in and by communities throughout Seattle.

This program recognizes community-based groups that have established a track record for producing recurring festivals or events that promote arts and cultural participation, build community relations and enhance the visibility of neighborhoods using arts and culture.

### Eligibility

Neighborhood arts councils and community stewardship groups that have been in existence for at least one year may seek annual support for a recurring festival or event. The event must have a significant arts and culture component, be open to the public and take place in the city of Seattle.

### Funding

Funding in the amount of **\$1,200** is provided to support **direct project expenses**: artist fees, marketing and promotional fees, project management, venue and equipment rentals or other production-related cost. Funds may not be used for fundraising or organizational administrative cost.

### Program Criteria

- **Quality of Project:** clear, well-conceived, authentic relationship to neighborhood or other community of interest, promotes arts participation and community relations.
- **Organization Background:** track record of presenting this and/or other event(s).
- **Community Impact:** project plan describes meaningful efforts to create community participation and reach a diverse audience.
- **Budget:** clear and realistic budget for the event, evidence of community support.

### Deadline

Applications must be **received** at the Office of Arts & Cultural Affairs by 5 p.m., Monday, October 30, 2006. Applications may be e-mailed (with faxed signature page). **Postmarks will not be accepted for this program.**

### Application Review and Notification

Applications will be reviewed by an independent peer panel of artists, arts managers, community representatives and a Seattle Arts Commissioner, whose collective experience reflects the disciplines and types of events presented by the program applicants. Panel members review the application materials, evaluate each application according to the program criteria, determine eligibility, and recommend funding. **Funding notification will be made in mid-December**, for projects occurring in 2007.

**Questions? We're here to help!** Contact Michelle Blackmon, 206-733-9576,  
[michelle.blackmon@seattle.gov](mailto:michelle.blackmon@seattle.gov)

### Please type your application and mail to:

Office of Arts & Cultural Affairs, PO Box 94748, Seattle, WA 98124-4748

### or e-mail to:

[michelle.blackmon@seattle.gov](mailto:michelle.blackmon@seattle.gov) (If submitting via e-mail, fax signature page to 206-684-7172.)

**Applications must be received by 5 p.m., Monday, October 30, 2006.**

## Application Form - 2007 NAC Program

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### Project Information

<b>Organization:</b>		
Contact Person:		
Title:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail:	Web site:	
Person authorized to sign documents & checks:		
Title:		
Phone:	Fax:	Email:
Taxpayer ID #:		

Will you be using a fiscal agent?			o yes		o no	
If yes, Fiscal Agency name:						
Fiscal Agency contact (person authorized to sign documents & checks):						
Title:						
Address:						
City:			State:		Zip:	
Phone:		Fax:		E-mail:		
Tax payer ID #:						

Insurance company (insurance is required):	
Name of insured:	Effective date of insurance:

Name of Event:	
Dates(s):	Time(s):
Location (address if applicable):	
Estimated Attendance:	

## Application Form - 2007 NAC Program

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<b>Organization name</b>	
<b>Project Name</b>	

### **Project Description**

Describe the activities of the festival or event for which you are seeking funds. How will you use this funding specifically to enhance the arts component of your festival or event? Include information about any partnerships that will assist in the successful completion of this project event.

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### **Organization Background and Capacity**

Provide a brief history of your arts programming and presenting activities. What evidence can you provide of your organization's capacity to produce this event successfully?

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## Application Form - 2007 NAC Program

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<b>Organization name</b>	
<b>Project Name</b>	

### **Community Building through Arts and Culture**

Please describe who attends your event. How does your project use arts and culture to build community relations? Describe what your efforts will be to reach diverse populations.

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***IMPORTANT: What will be expected if your organization is funded.***

The Organization or its Fiscal Sponsor is responsible for tracking the project's award funds and expenses. You must agree to perform the duties outlined below:

- a) Provide a federal tax identification or employer identification number issued by the Internal Revenue Service (IRS).
- b) Sign the Letter of Agreement with the city of Seattle to undertake the project.
- c) Make payments and keep appropriate records for all project expenses. Financial records should be separate to ensure that project revenue and expenses can be easily tracked.
- d) Submit a final Project Report Form.
- e) Keep all financial records for a minimum of 12 months after the project's completion date.

The Organization or its Fiscal Sponsor must report to the IRS that the awarded funds were received as income. It is assumed that all funds will be offset by project expenses and will not yield any taxable revenue for the Organization/Fiscal Sponsor.

The Organization or its Fiscal Sponsor agree(s) that it may be required to return the award should the Organization fail to submit the Project Report Form.

## Application Form - 2007 NAC Program

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<b>Organization name</b>	
<b>Project Name</b>	

### Project Budget – EXPENSES

Item (give details – e.g. three artist fees @ \$150 each)	Amount	
	Cash	In-Kind
Project Management Expenses		
Artists		
Technicians		
Costumes, Props, Supplies		
Facility Rental		
Equipment Rental (audio, video, instruments)		
Advertising/Promotion (posters, flyers, printing, graphic design, media ads)		
Insurance (Required)		
Special Services (sign language or interpreter/translator, etc.)		
Other Expenses (list)		
<b>Sub-Totals, Cash and In-Kind</b>		
<b>TOTAL EXPENSES (total expenses must equal total income)</b>		

## Application Form - 2007 NAC Program

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<b>Organization name</b>	
<b>Project Name</b>	

### Project Budget – INCOME

<b>Funding Source (list applicable sources)</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Confirmed (Yes or No)</b>
Ticket Sales			
Concessions/T-Shirts, etc.			
Program Advertising			
Corporate/Business Donations			
Individual Donations			
Other City Departments (e.g. Dept. of Neighborhoods Matching Funds)			
King County			
Washington State			
Federal Government			
NAC			
Other			
<b>Sub-Totals, Cash and In-Kind</b>			
<b>Total Income (cash + in-kind = total income) (Total income must equal total expenses.)</b>			

The undersigned affirms that the above information is true and accurate to the best of his/her knowledge.

\_\_\_\_\_  
**Signature of Authorized Organization Representative**

\_\_\_\_\_  
**Date**

## Office of Arts & Cultural Affairs

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The Office of Arts & Cultural Affairs promotes the value of arts and culture in and of communities throughout Seattle.

### Office of Arts & Cultural Affairs, City of Seattle

***Street Address:***

**700 Fifth Ave., Ste. 1766  
Seattle, WA 98104**

***Mailing address:***

**P.O. Box 94748  
Seattle, WA 98124-4748**

Phone: 206-684-7171

Fax: 206-684-7172

TDD: 800-833-6388

Tele-Braille:

800-833-6385

[www.seattle.gov/arts](http://www.seattle.gov/arts)

All Office of Arts & Cultural Affairs guidelines/applications, newsletters and other material are available in Braille or on cassette (tape). To request differently-formatted materials, call 206-684-7306.

#### **City of Seattle**

Gregory J. Nickels, Mayor  
  
Michael Killoren, Director,  
Office of Arts  
& Cultural Affairs

#### **Seattle Arts Commission**

*(as of September 2006)*

Mark Charles Paben, Chair  
Michael D. Alhadeff  
Richard Andrews  
Donald Byrd  
Maureen Christoffel  
Dan Corson  
Randy Engstrom  
Brian Grant  
Catherine Hillenbrand  
Sean Howell  
Laura "piece" Kelley  
Dorothy Mann  
Deborah Semer  
Tom Skeritt  
Sergei Tschernisch  
Cathryn Vandenbrink

#### **Seattle City Council**

Nick Licata, President  
Sally Clark  
Richard Conlin  
David Della  
Jan Drago  
Jean Godden  
Richard McIver  
Tom Rasmussen  
Peter Steinbrueck